

ENGINEERING DIRECTIVES AND STANDARDS

Volume : III

Revision Date : 04/28/1989

Chapter : 5

Subject : **STANDARD FILING SYSTEM FOR PROJECT ENGINEERS' OFFICES**

Section : 1

Directive : 1

1. **PURPOSE.** The purpose of this directive is to describe the filing system for project Engineer's offices. It is to insure the development of a standard system that will minimize complications as a result of reassignments, and a system that will assist in the review of final estimates, Forms 2059 and other acceptance and audit processes.

2. **SCOPE.** This directive lists a minimum standard set of files. Since unusual projects may require additional files, it is the Project Engineer's responsibility to set these up as needed.

3. **FILING SYSTEM.** The minimum standard files shall be as described in the following outline.

A. GENERAL ADMINISTRATIVE FILES

- + Biweekly Equipment Reports
- + Parts Orders
- + General Personnel - (consisting of correspondence on overtime, training and general personnel information, Civil Service, retirement, etc.)
- + Employee Personnel File - (consisting of one folder for each employee for personnel records, including training records)
- + Payroll and Requests for Leave
- + Expense Accounts
- + Materials Used Reports
- + Property Inventory, Equipment Transfer, and Instrument Assignment Records
- + Passenger Equipment Assignments
- + Small Tools and Accountable Items
- + Safety Meeting Records
- + Petty Cash
- + Standard State Invoices
- + Nuclear Density - Radioactive Source Certificates
- + DOTD Construction Memorandums
- + Miscellaneous Memorandums receipt

B. CONSTRUCTION PROJECT FILES

Each project should have the files listed provided the contract quantities are such that more than 10 documents will be generated for each of the following.

- + Contract File
- + General Correspondence - In (See alternate, below)
- + General Correspondence - Out (See alternate, below)
- + General Correspondence - In & Out (Alternate to above)
- + Project Photographs
- + E.E.O. File - (for Federal Projects only)
- + Weekly Force and Progress Reports
- + Daily Diary Reports
- + Utility Agreements Files. Separate files should be maintained for each utility agreement. These files should contain each respective agreement and utility inspectors daily reports. (see also Chapter IV of the Construction Manual.)
- + Partial Estimate File

- + Test Pile Reports
- + Contractors Payrolls
- + Plan Changes - Pending
- + Plan Changes - Approved
- + Right of Entry Forms
- + Final Estimates File
- + Wage Rate Interview File
- + Materials Quality Control Documents File (see EDSM 111.5.1.2)

4. **OTHER ISSUANCES AFFECTED.** This directive supersedes EDSM No. 111.5.1.1 dated February 23, 1976. All directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.

5. **EFFECTIVE DATE.** This directive will become effective immediately upon receipt.

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ADMINISTRATOR